

## Road Services Division: Reassignment Worksheet

<b>Employee Displaced by Position Elimination:</b>		
<b>Classification:</b>		
<b>Seniority Date:</b>		<b>Union: 17A</b>
<b>Can this employee be reassigned?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employee Displaced by Reassignment:</b>		
<b>Classification:</b>		
<b>Seniority Date:</b>		<b>Union: 17A</b>
<b>Considerations for reassignment:</b> <div style="display: flex; justify-content: space-between;"> <div>             ⇒ Business Needs of Division              ⇒ Position Duties/Responsibilities              ⇒ Employee Qualifications              ⇒ Balancing expertise/specialties of the engineer whose position is being cut with expertise/specialties of the engineers in the positions for which a reassignment is being considered, recognizing that engineers are not automatically interchangeable.           </div> <div>             ⇒ Organizational Structure              ⇒ Stability of Position              ⇒ Risk – what liability/risk is associated with the position, or decisions associated with the position.           </div> </div>		
<b>Does the Reassignment result in a less senior employee being laid off/displaced?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Evaluation by:</b>		<b>Date:</b>
<b>Summary of Analysis:</b> <div style="height: 400px; position: relative;"> <span style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-45deg); font-size: 100px; opacity: 0.1; pointer-events: none;">DRAFT</span> </div>		

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Section Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Analyst Signature \_\_\_\_\_ Date \_\_\_\_\_